**Section 101.APPENDIX E Affidavit or Certificate of Service**

**Section 101.ILLUSTRATION A Service by Non-Attorney**

AFFIDAVIT OF SERVICE

I, the undersigned, on oath [or affirmation] state that I have served on the date of \_\_\_\_\_\_\_\_\_\_\_\_, the attached [describe document served] upon the following persons by [describe method of service, e.g., depositing the document in a U.S. Postal Service mailbox or delivering the document to a third-party commercial carrier], by the time of \_\_\_\_\_\_\_\_\_\_\_\_, with proper postage or delivery charges prepaid:

[list persons served and the respective addresses at which they were served]

[signature]

Notary Seal

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| SUBSCRIBED AND SWORN TO BEFORE ME this |  | day of |  | , 20 |  | . |

|  |
| --- |
|  |
| Notary Public |

(Source: Amended at 39 Ill. Reg. 12848, effective September 8, 2015)